

MEMORANDUM

TO: WV Developmental Disabilities Council Grantees

FROM: Jim Cremeans
Planner

DATE: June 3, 2010

RE: FFY 2011 Grant Renewal Applications

Grant funding for Federal Fiscal Year 2010 ends September 30, 2010. **Attached are the DD Council's FFY 2011 grant renewal application instructions and forms that must be completed and received at the Council office by the end of business June 30, 2010.**

You will see from the attachments that we have tried to organize the items better this year to aid grantees in explaining their requests and to aid the DD Council Members who will be reviewing the requests and making the determinations about the Council's level of support for 2011. We are also asking you to use the DHHR prescribed grant forms to detail the Statement of Work and the Budget. This will eliminate some of the past redundancies of effort and make the preparation of the new grants easier.

General Instructions:

1. Follow the outline provided in the attached **Grant Renewal Application Outline**.
2. In the narrative sections (items 2, 3, 4, 5, and 8) label those sections with the titles provided in the outline (e.g. "Methods to Achieve the Outcomes") to help the reviewers locate and understand the content and flow. While we have information on the status of each project through grantees' reporting and site reviews, it is felt these narrative sections will help grantees explain their projects to the readers. Please note the maximum number of pages or parts of a page (12 pt. type) for each section.
3. Grantees may enclose a copy of each product produced or partially completed with their applications. Staff here have collected these as they have been provided by the grantees, but you may have some material staff have not received.
4. "Sustainability" refers to how the project or key aspects of it will continue without DD Council funding.

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Continuation of each Council project is subject to the availability of funds and the project's performance during FFY 2010. DD Council Members will make their decisions about the Renewal Applications at the July 13th Council meeting.

Please call me if you have questions at 304-558-4184 or email at jim.h.cremeans@wv.gov. Mail completed FFY 2011 Renewal Applications to:

Jim Cremeans
WV Developmental Disabilities Council
110 Stockton Street
Charleston, WV 25312-2521

Enclosures

cc: Steve Wiseman
Council Staff